



EMPLOYMENT OPPORTUNITY

Human Resources Division
#1 Gary K. Anderson Plaza, Decatur, IL 62523
Phone: (217) 424-2805 • www.decaturl.gov
An Equal Opportunity Employer

09/08/16

Legal Assistant

BEGINNING SALARY: \$39,700 - \$51,500 annually, with growth potential to \$63,300 depending on qualifications

APPLICATION DEADLINE: Open Until Filled

JOB SUMMARY: Provides clerical and other support for the Legal Department to include limited drafting and preparing all Council items, court documents and pleadings, and researching records to determine property ownership.

KNOWLEDGE AND SKILLS

1. High school graduate or equivalent and prefer college-level courses in Business Administration or law and three years secretarial experience in legal sector, experience with the researching of titles of property or any equivalent combination of education and experience.
2. Knowledge of legal terminology and formatting of legal documents.
3. Knowledge of standard legal processes to include pleadings sequences, drafting of pleadings, total case sequence and supporting documents.
4. Skill in use of various office equipment and procedures to include operating personal computers, and knowledge of the use of the computer in title research.
5. Ability to prepare, maintain, update and file letters, documents, standard reports and publications.
6. Skill in basic legal reference research and processing confidential matters with discretion.
7. Knowledge of the City personnel policies regarding payroll, holiday and vacation time.
8. Ability to recognize challenges and problems and to think creatively in solving them.
9. Skill in communicating clearly and effectively, both orally and in writing.

MAJOR DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

1. Types and assists in preparation of court pleadings, legal briefs, documents, notices, Council Ordinances and Resolutions, ordinance violations, demolition pleadings and supporting documents, and resolutions.
2. Researches records in the offices of the County Recorder of Deeds, Township Assessor, County Treasurer and other places having similar information to determine property ownership.
3. Develops, types, maintains and files reports, records and memorandums for the department to include personnel records.
4. Responds to staff and citizen requests for legal documents to include deeds, revenue sheets, easements and releases, and inquiries regarding status of all types of cases and upcoming court appearances.
5. Assists budget preparation to include attending meetings, and computing salaries and expenditures.
6. Monitors the maintenance and expense of the Law Library to include ordering new publications, and filing and updating publications.
7. Reviews Legal Department clerical procedures and processes to ensure maximum efficiencies.
8. Purchases office supplies, completes check requests and maintains records of all purchase orders.
9. Assist as needed with Administrative Court Clerk functions.
10. Performs other related work as required.

BENEFITS

<u>SICK LEAVE:</u>	10 days of sick leave credit on first day of employment; thereafter 1 day per month granted, accumulative to 240 days	
<u>VACATION:</u>	3 weeks after 1 year of service; 4 weeks after 10 years of service; 5 weeks after 20 years of service	
<u>HOLIDAYS:</u>	New Year's Day Martin Luther King's Birthday Presidents' Day Good Friday Memorial Day Independence Day	Labor Day Veterans Day Thanksgiving Day Day After Thanksgiving Christmas Day Two Unscheduled Holidays
<u>PENSION:</u>	The City of Decatur contributes to the Illinois Municipal Retirement Fund. Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable if employment ends before retirement.	
<u>OTHER:</u>	The City offers a three-tier Preferred Provider Option (PPO) health insurance program for employees and their dependents. Employees contribute toward the monthly premium for single coverage and/or family coverage through payroll deduction. The City provides a \$20,000 life insurance policy at no cost to the employee. Dependent coverage is offered. Employees may purchase additional term life insurance sponsored by IMRF. Employees may participate in a voluntary group dental and vision insurance plan. Deferred compensation is also available.	

RESIDENCY

The City Manager, Department Directors, City Clerk and other officers as required by law, and all employees covered by this policy who are hired after May 16, 2016, shall reside within the corporate limits of the City of Decatur. Upon original appointment, such appointees may reside outside the corporate limits but will establish residence within the corporate limits of the City within twelve (12) months of appointment.

APPLY: Visit our website at www.decaturlil.gov for an application. Qualified individuals should send the completed application, a resume and cover letter to the address below.

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